



Emerging Leaders Program 90-Day Rotation Evaluation Form

PART I: IDENTIFYING INFORMATION

INTERN'S NAME:	CAREER TRACK:	
POSITION TITLE:	SERIES:	GRADE:
Emerging Leader Program:		
ORGANIZATION:		

PART II: PERFORMANCE PLAN

	FOR THE PERIOD:	TO:
SET AND APPROVED		
ROTATION SUPERVISOR SIGNATURE:	DATE:	
INTERN SIGNATURE:	DATE:	

PART III: FINAL RATING

FINAL RATING SCORE:	
<input type="checkbox"/> Meets Performance Measures (> 80%) <input type="checkbox"/> Fails to Meet Performance Measures (<79%)	
SUPERVISOR SIGNATURE:	DATE:
INTERN SIGNATURE:	DATE:
OPDIV COORDINATOR SIGNATURE: <i>(Required if Final Rating is "Fails to Meet Performance Measures.")</i>	DATE:
COMMENTS:	

ELP Intern 90 Day Rotation Evaluation

Column 1	The element, a brief description of the element's objective, and the final rating for that element. There is space provided in which the supervisor can add additional elements for specific tasks or goals.
Column 2	<p>Measures for the element. Measures are written for the "Meets Performance Measures" level.</p> <p>In planning intern's goals, the supervisor and employee shall discuss elements for the year and those measures appropriate for the objective of the element and for the intern. The supervisor and employee discuss what is expected in each of these measures based on the individual employee's work area. There is a space below the measures beginning with the phrase "As evidenced by" in which the supervisor can add definers for the measures above. There is space provided in which the supervisor can add additional individualized measures for that rating year.</p>
Column 3	The performance measure rating.

Rating Levels

Deriving Element Ratings **5 =Excellent; 4 = Above Average; 3 = Satisfactory;
2 = Below Average; 1 = Unacceptable**

Deriving Final Ratings

Final rating is multiplied by the weighted percentage awarded for each measure.

ELEMENTS	PERFORMANCE MEASURES	WEIGHT	Final Measures Ratings
	Standards for "Meets Performance Measures" 1. Check all measures for which the employee will be rated. 2. Add additional measures after the bullets, if needed. 3. Define a measure further on the "As evidenced by" line, if needed.		5 4 3 2 1
[1] Individual Work <i>Works to accomplish tasks or provide services effectively and efficiently in support of the Agency's mission. Strives for excellence.</i> (30% of overall evaluation)	[x] Leadership (<i>Examples may Include</i>): <ul style="list-style-type: none"> Plans work toward set goals/results. Communicates clearly and effectively orally. Uses effective judgment and conduct in the performance of responsibilities. Devises effective solutions to problems and appropriate procedures for accomplishing objectives. [x] Manner of Performance (<i>Examples may Include</i>): <ul style="list-style-type: none"> Work products are clear and well-organized. Communicates clearly and effectively in writing. Completes work within established deadlines. Works independently with little need for supervision or help. Follows management procedures, directives, regulations, or technical orders. [x] Communication (<i>Examples may Include</i>): <ul style="list-style-type: none"> Seeks other opinions, as appropriate, to produce balanced work product. Keeps supervisor apprised of changes, progress, and barriers to progress. Undertakes difficult assignments with a professional attitude. Adjusts positively to changes in workload and priorities. 	10%	
		() (20) (.10) =	
		10%	
		() (20) (.10) =	
		10%	
		() (20) (.10) =	
[2] Technical Competency <i>Knowledge skills and abilities.</i> (10% of overall evaluation)	[x] Technical Competency (<i>Examples may Include</i>): <ul style="list-style-type: none"> Demonstrates technical competency/expertise in area of responsibility. Demonstrates quality and accountability in the majority of work activities. Keeps abreast of current developments within area of responsibility. Requires minimal supervision. Displays understanding of how job relates to others within area. 	10%	
		() (20) (.10) =	

<p>[3] Teamwork</p> <p><i>Works with others either in formal teams or ad hoc groups to accomplish tasks or provide services effectively and efficiently.</i></p> <p>(20% of evaluation)</p>	<p>[x] Cooperation (Examples may Include):</p> <ul style="list-style-type: none"> • Works well with other Agency groups and organizations for the success of the group or organization. • Works with others in developing and implementing solutions to problems. • Assists others to meet objectives. • Maintains effective working relationships with team members. • Actively participates in team efforts. <p>[x] Leadership (Examples may Include):</p> <ul style="list-style-type: none"> • Leads or follows, as necessary, within the team. • Takes initiative to arbitrate and resolve disagreements if they arise. <p>[x] Commitment to Team Effort (Examples may Include):</p> <ul style="list-style-type: none"> • Shares information willingly. • Shares credit, recognition, and visibility with others. • Supports and promotes team decisions and initiatives. 	<p>10%</p>	
		<p>()(20)(.10) =</p>	
		<p>5%</p>	
		<p>()(20)(.05) =</p>	
		<p>5%</p>	
		<p>()(20)(.05) =</p>	
<p>[4] Innovation</p> <p><i>Takes risks and seeks creative approaches in completion of work. Influences others by ideas or example.</i></p> <p>(20% of evaluation)</p>	<p>[x] Risk taking, Initiative, and Innovation (Examples may Include):</p> <ul style="list-style-type: none"> • Shows initiative in starting, carrying out, and completing tasks. • Seeks alternative solutions and creative approaches to problem solving. • Takes necessary and appropriate risks. • Takes into consideration new ideas and differing professional opinions. • Treats change as an opportunity for growth and mistakes as learning opportunities. <p>[x] Leadership (Examples may Include):</p> <ul style="list-style-type: none"> • Exhibits collegiality. Works well with other Agency groups and organizations for the success of the Agency's mission and goals. • Supports division, center/office, and Agency goals. • Demonstrates integrity and professionalism. • Leads by example. Acts as a role model for providing quality service. 	<p>10%</p>	
		<p>()(20)(.10) =</p>	
		<p>10%</p>	
		<p>()(20)(.10) =</p>	
<p>[5] Customer Service <i>(Customers as defined by the employee's supervisor)</i></p> <p><i>Provides professional and responsive service within mutually agreed upon time frames.</i></p> <p>(20% of evaluation)</p>	<p>[x] Customer Service (Examples may Include):</p> <ul style="list-style-type: none"> • Delivers high quality products/services to internal/external customers. • Stays focused on customer needs through effective communication. • Projects positive attitude. • Treats everyone with courtesy and respect. • Honors commitments and agreed upon deadlines. 	<p>20%</p>	
		<p>()(20)(.20) =</p>	

[6] Specific Task or Goal	<Include specific rotation objectives here>		
[7] Specific Task or Goal	<Include specific rotation objectives here>		
[8] Specific Task or Goal	<Include specific rotation objectives here>		
[9] Specific Task or Goal	<Include specific rotation objectives here>		